



ADMINISTRATIVE NOTES



Superintendent
of Documents
Stop SLLC

LIBRARY PROGRAMS SERVICE
Washington, DC 20401

Vol. 9, no. 7

GP 3.16/3-2:9/7

May 1988

GPO CATALOGING GUIDELINES SECOND EDITION

The second edition of the Government Printing Office Cataloging Guidelines was distributed to all depository libraries on April 19, on shipping list 88-241-P (SuDocs GP 3.29:C 28/988). This edition constitutes a complete revision and updating of the guidelines, superseding the 1983 edition and Changes 1, 2, and 3. Further changes will be issued as they occur.

SERIALS AND CONTINS: TYPE AND LOCATION OF CATALOGING RECORDS

One of the questions asked of the Classification and Cataloging Branch by depository librarians concerns the location of cataloging records for serials: will they be found in the monthly issues of the Monthly Catalog or in the Periodicals Supplement? And what type of serial records do the Monthly Catalog tapes contain: individual "availability" records or collective records?

At GPO, serials, which for cataloging purposes are defined as publications issued fewer than three times a year (e.g. semi-annuals, annuals, etc.), are cataloged for the Monthly Catalog. Contins, which are issued three or more times a year (e.g. quarterlies, weeklies, etc.), are cataloged for the Periodicals Supplement.

As part of its CONSER (Cooperative Online Serials Program) requirements, GPO enters collective bibliographic records for both serials and contins in the OCLC data base. The collective records for serials, as defined above, are then modified with issue-specific data, such as the GPO sales or distribution information, for the Monthly Catalog. Therefore, the GPO cataloging tapes, whether sold by LC or GPO, contain the issue-specific, or "availability" cataloging records for serials.

The records which appear in the Periodicals Supplement are collective records for contins, so the Periodicals Supplement tape contains only collective records. There are no "availability" records for individual issues of contins.

Bibliographic records from both the regular Monthly Catalog and Periodicals Supplement issues are added to the cumulative GPO cataloging file, resulting in both collective serial and contin records and single-issue "availability" records appearing on the cumulative tapes.

The list below summarizes the location of the various types of records:

OCCLC:	Collective records for serials and contins
<u>Monthly Catalog</u> :	"Availability" records for individual issues of serials
<u>Periodicals Supplement</u> :	Collective records for contins
<u>Monthly Catalog</u> tape:	"Availability" records for individual issues of serials
<u>Periodicals Supplement</u> tape:	Collective records for contins
Cumulative <u>Monthly Catalog</u> & <u>Periodicals Supplement</u> tape:	"Availability" records for individual issues of serials and collective records for contins

DEPOSITORY LIBRARY COUNCIL

SPRING 1988

RECOMMENDATIONS

1. The Depository Library Council congratulates the Superintendent of Documents for being awarded the GSA Excellence in Administration Certificate of Merit. The entire depository library community has benefitted from his broad experience and standards of excellence. We extend our best wishes for continued success.

2. The Depository Library Council commends the Library Programs Service for the creative new column "Whatever Happened to..." in Administrative Notes.

Rationale: Sharing the information gathered in response to questions, such as those raised by John McGeachy that involve considerable effort on both the part of the librarian and the Acquisitions Unit, will save the time of many others in the depository library community. It is an efficient and valuable means of communication.

3. The Depository Library Council commends the catalogers at the Library Programs Service for ten years of participation in the National Coordinated Cataloging Operations (NACO) during which LPS has provided nearly 65,000 name authority headings to the Library of Congress. These headings are incorporated into the LC automated name authority file to enhance its value to users in the international library community.

4. The Depository Library Council recommends that the Public Printer ask the Joint Committee on Printing to consider recommending to the House Rules Committee and the Senate Administration Committee that 44 U.S. Code be clarified to show the Congressional interest that Executive Branch printing be done through the GPO.

Rationale: Section 308(a) in the Continuing Resolution, P.L. 100-202 is only effective for FY 88. In view of the Administrations's action on the FAR, more permanent provisions are needed to insure that all appropriate Executive Branch publications are made available to the depository program by being handled through GPO.

5. The Depository Library Council respectfully asks the Public Printer to convey the thanks of the depository community to the Joint Committee on Printing for directing that the new edition of the Constitution of the United States, Analysis and Interpretation (Senate Document 99-16) be distributed in paper to all depositories. The Council recognizes that there are some other recurring Congressional publications of similar overwhelming significance, popular interest or utility which are almost useless to the public in microfiche and important for all depositories to have in paper. Examples include such diverse publications as the

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Biographical Directory of Congress, Policy and Supporting Positions (the "Plum Book", and Citizens' Guide to the Freedom of Information Act. Council recommends that when new editions of such publications are printed they be supplied to all depositories in paper and offers to solicit input from the depository community for a short list of additional suggested titles.

Rationale: Many libraries save the depository program a good deal of money by selecting Congressional hearings, prints, reports and documents in microfiche, or by not selecting them at all where their districts have no need for the vast majority of them - thereby unwittingly depriving their users of these occasional important publications designed particularly for wide public use.

6. The Depository Library Council recommends to the Public Printer that agencies be advised when they place print orders to consider the need of libraries to bind publications. Adequate margins need to be allowed to compensate for trimming during necessary binding and rebinding processes.

Rationale: So little margin was allowed for some 1980 Census titles that data was lost if a volume had to be rebound. Since the agencies are the publishers, the GPO should advise them of the need of the library community for adequate margins for binding purposes.

7. The Depository Library Council applauds the GPO on the announced imminent distribution of the Census Bureau's Test Disk #2 to all depository libraries as a pilot test. Council recommends that this distribution be announced in Administrative Notes along with a list of basic equipment needed to use CD-ROM products.

Rationale: The Ad Hoc Committee on Depository Library Access to Federal Automated Databases had recommended that pilot projects be conducted offering government information to depository libraries in a variety of electronic formats. Although no money has been appropriated to fund such pilot projects, GPO, with the encouragement of JCP, has sought to identify "projects appropriate within existing funds". The Census Bureau's Test Disk #2 provides an ideal test for distribution of electronic products. It provides depository libraries with data previously unavailable to them; it will include agency-developed software for using the CD products and it is formatted to High Sierra standards. Although some libraries already have appropriate hardware, this test will aid others in planning for future distribution of electronic information products to depositories.

8. The Depository Library Council appreciates the effort that GPO is making to keep communications open to the Census Bureau regarding the 1990 Census. We recommend that LPS

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produce at the earliest possible moment a complete list of Census products to be distributed to depository libraries. We also recommend that decisions be made and communicated to depositories about which existing item numbers will be used for which 1990 Census products, early enough so that depository libraries will be able to amend their selections and have the amendments go into effect before printing and distribution. We urge again that item numbers be split along geographical lines and all new items and newly divided item numbers be surveyed well in advance of publication.

Rationale: The depository community needs time to investigate to make sure that no products have been inadvertently omitted from the list of census products. Timely selection of Census item numbers is critical to the selective depositories in view of the fact that Census materials are used heavily and for decades if not centuries.

9. The Depository Library Council commends the Public Printer for his efforts to provide Council representation for all library types within the depository community. Council is concerned that resignations occurring within the past two years have resulted in a thirteen member council. Council recommends that the Public Printer replace members upon their resignation.

10. The Depository Library Council recommends to the Public Printer that the final edition of the Congressional Record be returned to dual format status.

Rationale: In Recommendation #11 of March 1986, Council provided 15 categories at the request of the Superintendent of Documents, to be considered for conversion to microfiche to help GPO achieve mandated cost reductions in printing. These items were ranked in order of their suitability to be removed as paper products. The Congressional Record was ranked as the least suitable candidate because of its importance to the public at large and then only if the bound index and the Daily Digest were to be provided to depositories in paper form. Due to the nature of the Congressional Record as a standard reference and primary historical document and in light of continuing difficulty with the bound paper index and the lack of a printed version of the Daily Digest, Council feels obligated to support the return to dual distribution. When the depository libraries and the public they serve are offered access to the Congressional Record through electronic media, Council will reconsider this question.

11. The Depository Library Council requests that LPS make it a high priority to provide libraries that select the daily Congressional Record with copies of all bi-weekly indexes for Volume 131 (1985).

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Rationale: It has been brought to Council's attention that many depository libraries never received a complete run of these indexes. The daily Congressional Record is an important reference for users until the final edition with its index is distributed.

12. Recognizing the efforts made in the planning for electronic dissemination projects, the Depository Library Council recommends to the Public Printer that as plans develop for the Information Technology Program, Council be given copies of the reports in an expeditious manner, Council's Subcommittee on Electronic Dissemination continues to be available for consultation and assistance with a view from the depository community.

13. The Depository Library Council reaffirms the commitment of the depository library community to high quality microfiche for both GPO sales and depository library distribution. We support GPO's efforts to enforce microfiche standards and to insist upon compliance by all GPO microfiche contractors.

Nevertheless, the resulting embargo of more than 1800 print orders since August 1987, with no immediate resolution in sight, has placed an intolerable burden on depository libraries and their users.

Therefore, the Depository Library Council suggests that extraordinary measures are necessary to provide the embargoed publications through alternative microfiche or paper distribution without further delay.

14. The Depository Library Council commends the Public Printer for conveying to the JCP's Paper Specification Committee the concerns of Council and the depository community on the problem of acid paper. Council offers examples of titles which could be used for evaluating the feasibility of using permanent paper. Titles suggested are:

1. Congressional Directory
2. Biographical Directory of the U.S. Congress
3. Congressional Record final bound edition
4. Statistical Abstract of the United States
5. Vital Statistics of the United States

COUNCIL VOTING RECORD

RECOMMENDATIONS	1	2	3	4	5	6a	6f	7	8a	8f	9	10	11	12	13	14
Collier	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Dickinson	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Eisenbeis	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Holterhoff	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Jacob	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Kessler	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Lang	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Phillips	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Prudden	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Raum	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Russell	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Van De Voorde	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Hordusky	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
TOTAL	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13
YEA	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12
NAY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ABSENT																
ABSTENTION	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1

Recommendations 6 and 8 were amended. Vote 6a and 8a are the votes for the amendments. Vote 6f and 8f are for the final vote on the recommendations.

SUBMITTED BY CHARLES POTTER - GPO LITERACY COORDINATOR

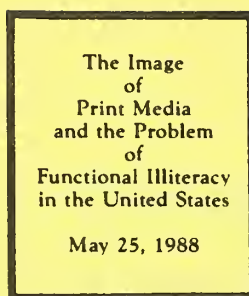
GPO DEPOSITORY LIBRARY COUNCIL MEETING - CHARLESTON, S.C.

LITERACY PANEL/DISCUSSION - WEDNESDAY, MARCH 9, 1988

MAJOR POINTS FOR FOLLOWUP CONSIDERATION:

[QUESTIONS/SUGGESTIONS FROM ATTENDEES]

- °° RATHER THAN EXCLUDE TELEVISION FROM THE DISCUSSION OF THE IMAGE OF PRINT MEDIA, INCLUDE IT WITH TELECOPYING, SIMILAR TO CARTOON CAPTIONING WHICH TAKES PLACE NOW.
- °° TELECAPTIONING IS NOT NEW TO THE MASS AUDIENCE, HAVING BEEN SUCCESSFULLY EMPLOYED TO REACH MOVIEGOERS A HALF CENTURY AGO--DURING THE SILENT MOVIE ERA--WHEN THE ABILITY TO READ PRINT DESCRIPTIONS OF WHAT WAS TAKING PLACE ON THE SCREEN WAS ESSENTIAL NOT ONLY TO UNDERSTANDING THE VISUAL MESSAGE, BUT TO PEER APPROVAL AND ACCEPTANCE.
- °° MORE EFFORTS SHOULD BE UNDERTAKEN TO GUARANTEE THAT ALL GOVERNMENT PUBLICATIONS ARE ROUTED THROUGH THE DEPOSITORY LIBRARY SYSTEM--SOME ESCAPE AT THE PRESENT.
- °° PUBLISHERS, NEWSPAPER & MAGAZINE, SHOULD BE ENCOURAGED TO CITE REFERENCES WHEN QUOTING FROM REPORTS OR OTHER SOURCES WHICH NEED IDENTIFICATION.
- °° BECAUSE OF THE DISCREPANCY IN STATISTICS RELATING TO THE EXTENT OF THE ILLITERACY RATE, AN EFFORT SHOULD BE MADE TO ESTABLISH OFFICIAL STATISTICS ACCORDING TO RELIABLE CRITERIA.
- °° THE LITERACY MANAGEMENT INFORMATION PROJECT REPORT WAS PREPARED BY MARY E. KAHN OF THE WASHINGTON CONSULTING GROUP, INC., FOR THE FEDERAL INTERAGENCY COMMITTEE ON EDUCATION (U.S. DEPARTMENT OF EDUCATION) IN MAY OF 1986 TO PROVIDE AN INVENTORY OF "FEDERAL ACTIVITIES WHICH ADDRESS THE PROBLEM OF ILLITERACY AMONG THE NATION'S ADULT POPULATION."



A SYMPOSIUM

On May 25, 1988, the U.S. Government Printing Office and the U.S. Department of Education are hosting a symposium for the graphic arts industry, "The Image of Print Media and the Problem of Functional Illiteracy in the United States." Taking place in the Nation's Capital, the symposium is designed to bring together the most knowledgeable individuals and critical thinkers in the printing industry to focus on the problems of print media image, apathy toward print media, and functional illiteracy within our country. As a part of the nationwide war being waged against illiteracy, it has gained the support of other Government entities, industry-affiliated organizations, leading academic institutions, and major graphic arts equipment suppliers.

Planned in conjunction with the next gathering of the Academic Advisory Council to the Public Printer, the symposium is a continuation of an effort begun last year. Following a Presidential proclamation and a Congressional resolution declaring 1987, "The Year of the Reader," the Government Printing Office informed its employees of literacy training opportunities; sent letters of support to the Adult Literacy Initiative of the U.S. Department of Education and the ABC/PBS (Project Literacy U.S.) campaigns; became a partner in the American Library Association's observance of National Library Week; offered assistance to the Congressional Task Force on Illiteracy; and published a message of support for the "Year of the Reader," in an edition of the widely-disseminated GPO Books catalog.

As one U.S. Senator noted in a letter regarding the literacy effort, "The campaign to identify and eradicate illiteracy in America is extremely important if our country is to regain its competitive edge as one of the leaders of the Free World."



The Academic Advisory Council
of
The U.S. Government Printing Office
and
The Adult Literacy Initiative
of
The U.S. Department of Education



INVITE YOUR PARTICIPATION IN A
SYMPOSIUM FOR THE GRAPHIC ARTS
INDUSTRY:

**THE IMAGE OF PRINT MEDIA
AND THE PROBLEM OF
FUNCTIONAL ILLITERACY IN
THE UNITED STATES**

May 25, 1988
The Capital Hilton
Washington, DC

PROGRAM

The Presidential Ballroom

7:30 a.m.	Continental Breakfast and Registration	
8:30 a.m.	Opening Comments.....	Dr. Harvey R. Levenson Chairman, Academic Advisory Council to the Public Printer; and Department Head, Graphic Communications, California Polytechnic State University
8:40 a.m.	Welcome	The Honorable Ralph E. Kennickell, Jr. Public Printer of the United States
9 a.m.	Round Table Panel	Moderator, Dr. David Harman President, Institute for Corporate Education
	"Image of Print Media and the Problem of Functional Illiteracy"	
10:15 a.m.	Break	
10:30 a.m.	Round Table Panel Continues	
11:45 a.m.	LUNCHEON	
	Keynote Address	The Honorable William J. Bennett Secretary of Education
1:30 p.m.	Case Study: Illiteracy in the Workplace	William A. Hohns Executive Vice-President Waldman Graphics, Inc.—Pennsauken, NJ
2 p.m.	Small Group Meetings	Panel Members as Moderators
3:15 p.m.	Break	
3:30 p.m.	Small Groups Report Back to Symposium	Group Moderators
4:15 p.m.	Concluding Comments and Adjournment	
<hr/>		
6 p.m.	Reception—Congressional Room	
7 p.m.	DINNER—Presidential Ballroom	
	Presentation of Challenge to the Graphic Arts Industry	
	(Keynote Speaker to be announced)	

TOPICS TO BE COVERED

The role of the graphic arts industry in the war on illiteracy

The economic impact of illiteracy on the graphic arts industry

Print media image

Growing apathy toward print media and reading

Getting the youth of our Nation to understand the importance of print media

Dealing with educators: primary, secondary, higher education

Programs for business

Programs for the community

Dealing with functional illiteracy of employees

How to motivate employees to seek help

The Research and Engineering Council of the Graphic Arts Industry, Inc., has offered to handle the administrative functions of the symposium.

REGISTRATION FORM

Please register the following:

Name

Name

Representing (organization)

Address

City

State

Zip

()

Telephone

SYMPOSIUM REGISTRATION FEES:

\$225 First Registrant

\$175 Each Additional Registrant from the same organization

To insure registration, complete form and mail by APRIL 25, 1988—with your check—payable to: R & E COUNCIL

TO: Research and Engineering Council of the Graphic Arts Industry, Inc.
P.O. Box 639
Chadds Ford, PA 19317
(Telephone: 215-388-7394)

Rooms available at the Capital Hilton:

Single: \$125

Double: \$145

All room reservations will be handled by Hilton Reservation Service. Individuals are required to call in advance to the reservations number (202-393-1000, extension 1568).

Rooms will be held until 6 p.m. on the arrival date unless guaranteed by credit card or advance deposit.
Check-in time: after 3 p.m. Check-out time: 12 noon.

Symposium registration fees cover the cost of all symposium materials, coffee breaks, luncheon, reception, banquet, and followup activities.

A PARTIAL LIST OF ORGANIZATIONS SUPPORTING THE SYMPOSIUM:

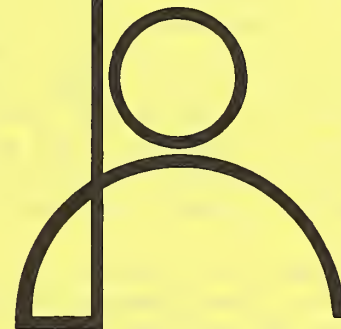
Associations and Foundations:

American Association of Publishers
 American Library Association
 American Newspaper Publishers Association
 Business Council for Effective Literacy
 Flexographic Technical Association
 Graphic Arts Technical Foundation
 Graphic Communications International Union
 Gravure Association of America
 Gravure Education Association
 Gutenberg Society
 In-Plant Management Association
 International Association of Printing House
 Craftsmen
 Magazine Publishers Association
 National Association of Litho Clubs
 National Association of Printers and Lithographers
 National Printing Equipment & Supply Association
 Printing Industries of America
 PLUS—(Project Literacy U.S.)
 Research and Engineering Council of the Graphic
 Arts Industry, Inc.
 Technical Association of the Graphic Arts

U.S. Government:

Congressional Task Force on Illiteracy
 U.S. Department of Education
 U.S. Department of Labor
 U.S. Government Printing Office
 The White House

Millions of Americans are not literate enough to use printed information to function in society or on their jobs; yet literacy is essential to our Nation's economic health and our competitiveness in a global economy. This dangerous situation may have greater implications for the printing industry than for any other in the United States.



A SYMPOSIUM

READERS EXCHANGE

ELECTRONIC TRANSFER OF THE AUTOMATED ITEM NUMBERS DATABASE: AN EXPERIMENTAL PROJECT

The Government Publications Department at the University of California, Riverside Library has just launched an experimental project to electronically transfer its automated Depository Item Numbers Database* records to other depository libraries by way of telecommunications lines. This project, representing a pioneering attempt on electronic transfer of in-house databases between libraries, involves the participation of twenty depository libraries (9 academic, 9 law, and 2 public libraries) from across the United States. The project began in February 1988 and will be conducted for a six-month period.

The Depository Item Numbers Database is a dynamic database to which new records must be added as new depository item numbers are made available for distribution by the Government Printing Office. Presently, the UCR Library and other depository libraries that utilize such a database for automated control of their depository collections, spend an average of five to six hours per month maintaining and updating the database. This duplication of time and effort is a waste which can and should be eliminated through cooperative ventures among the depository library community. This project, therefore, was initiated to explore a means by which new records added to an item numbers database by a library (in this case, the UCR Library) can be transferred to other libraries' databases through electronic means. From the pragmatic point of view, libraries participating in the project will have access to timely machine-readable information for new depository items to automatically update their respective item numbers databases during the project period. More importantly, the project will provide all participants with a unique opportunity to gain first-hand experience and expertise in "uploading" and "downloading" in-house databases through the use of microcomputers. The knowledge and experience gained will assist the depository library community in developing other cooperative and innovative projects to enhance its services to documents users.

During the project, all new records added to the UCR Library's Depository Item Numbers Database are uploaded to a main-frame computer operated by the UCR campus. Each participating library has been given a phone number and a password to dial into this computer (by use of a microcomputer equiped with a modem) to access the UCR's database for "downloading" of files. Item numbers records are grouped by GPO's survey number to facilitate data transfer and data elements are converted from dbASE to the ASCII format in order to accomodate the variant database

* The UCR Library's Depository Item Numbers Database is described in the Administration Note (Vol. 7, no. 18, November 1986), Readers Exchange Column. In response to request, the UCR Library has distributed over 70 copies of the database to other depository libraries to date.

management software being used by participating libraries. KERMIT--a file transfer software developed by the Columbia University--is used for data transfer between UCR and participating libraries.

Funding support for the project (computing and data storage charges) is being provided by the UCR campus.

Margaret T. Mooney
Head, Government Publications Dept.
Rivera Library
University of California, Riverside
P.O. Box 5900
Riverside, CA 92517

The Book Mark

A Newsletter for U.S. Government Bookstore Employees

BOOK V PAGE I

APRIL 1988

IT HAS BEEN A LONG TIME...

between issues of the Book Mark...but that is no indication that things have not been happening. Many bookstore managers have been busy trying new promotional ideas and participating in functions to help bring about greater public awareness of their stores...Things have also been moving in the main office. I'll attempt to recap and update some of these activities.

BOOKSTORE NEWS:

IN COLUMBUS...

bookstore manager Shirley Willis teamed up with Debbie Yruegas of GPO's Columbus Regional Procurement Office and Clyde Hordusky of the Ohio Regional Depository Library to participate in the celebration of the Bicentennial of the U.S. Constitution. Their display, located in the lobby of the Federal Building, included several publications in the Columbus store's inventory. Other bookstore and depository library promotional materials, as well as literature about the U.S. Constitution, were given to visitors.

ALSO...the Columbus bookstore employees received "The Silver Merit Award" from the Combined Federal Campaign of Franklin County. This award is presented to agencies in recognition of a \$30.00 to \$49.99 per capita contribution. The award was accepted by Shirley Willis at an awards luncheon.

THE ATLANTA and PUEBLO BOOKSTORE MANAGERS...

have been busy with bookstore/library marketing activities. Alene Pichler of Pueblo and Ann Owenby of Atlanta have participated in several State Library Association annual conferences, seminars and Government Documents workshops. According to comments from the coordinators of these programs, Alene's and Ann's presentations provided enlightening information about the services and materials available from GPO bookstores and the Office of the Superintendent of Documents.

BOSTON BOOKSTORE MANAGER...

Roberta Crowley finds the "New Publication Announcement Cards" effective. She places the cards inside the front cover of appropriate publications when the publications are shelved. Roberta says that this method ensures that the customer will see it, and she has noticed a significant response.

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CLEVELAND, DETROIT, and PITTSBURGH...

managers reported airings of public service announcements over their local radio stations. Rosemary Bill of the Cleveland store and Juanita Woods of the Detroit bookstore said calls and requests for the catalog were received as a result of the localized announcements.

Robert Mann, manager of the Pittsburgh bookstore, recorded a twenty-second announcement for radio station KDKA. According to Robert, it was aired for a month.

IN WASHINGTON, D.C....

manager Lawrence Scott was commended for his excellent window display of Foreign Service Institute publications. Lawrence received a letter of appreciation from Mr. Bray, Director of the Foreign Service Institute, U.S. State Department, applauding him for his cooperation. Mr. Bray asked for other ideas and offered assistance in promoting sales.

BIRMINGHAM...

bookstore manager Rick Lowry recently said I DO. Congratulations to Rick and his new wife. We wish both of you much happiness.

MARKETING NEWS:**THE PRESSES ARE ROLLING WITH...**

the next issue of the U.S. Government Books catalog, which is dedicated to the bookstore program. The front cover features Government bookstores, while a message from the Public Printer encouraging readers to patronize their local bookstore appears on the inside front cover. The following publications are featured on the front, inside front and back covers of the catalog:

A Century of Photographs
The Tradition of Science
Basic Guide to Exporting
Living and Working Space
Aviation in the U.S. Army,
1919-1939

U.S. Industrial Outlook 1988
Images of a Lengthy War
Restoring America's Wildlife
Railroad Maps of North
America

Think positively! Increased customer interest could be stimulated with this issue, so let's be prepared.

THE NEW BOOKS CATALOG NOW...

lists the locations of all bookstores on the inside back cover of each issue.

IDENTIFICATION LABELS BEARING...

the title, stock number and price of each poster in the Sales program have been produced and distributed to each bookstore for use on display posters.

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A POSTER PROMOTING THE...

Industrial Outlook was designed, produced and distributed to the bookstores. A representative of the Department of Commerce assisted in this project.

COMING SOON...

a poster announcing availability of the new Occupational Outlook for display in your sign rack when your copies of OOH arrive.

GSA POSTER COUNTER SIGNS WERE...

designed and provided to managers on request. The counter signs promoted awareness of the bookstores as well as the posters, and were originally used in local General Service Administration exhibits.

YELLOW PAGE LISTINGS OF...

the bookstores was completed in December 1987. Each store is now listed in the official Yellow Page telephone directory of its local market.

PROMOTIONAL LETTERS WERE...

mailed to 65,000 businesses and 31,000 libraries in Columbus, Cleveland, Denver, Detroit, Kansas City, Milwaukee, New York, Philadelphia, Pittsburgh, Pueblo, and San Francisco. Plans are being coordinated for the mailing of promotional letters to businesses and libraries in the remaining bookstore cities in the near future.

POPULAR PROMOTIONAL MATERIALS THAT...

required reprinting include tent cards, New Publication announcement cards, pre-addressed stick-on labels, "U.S. Government Sells Books" poster, bookmarks and locator cards.

THE BOOKMARKS and LOCATOR CARDS ARE...

undergoing a minor facelift so as to include the new Government Bookstore logo.

A GENERIC PROMOTION PIECE IS...

being developed for optional use by bookstore managers in promoting publications of special interest in their respective areas. More information will be provided once initial testing is completed.

PROMOTION PLANS BEING CONSIDERED TO...

increase bookstore awareness, includes the procurement of contractual services to advertise via supermarket bulletin boards, syndicated newspapers, organizations, local newspapers and business journals.

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FINAL NOTE:

the bookstore newsletter will be changing editors effective with the next issue. The new editor will be Bill Ticknor of Field Operations Division. I'm sure you can look forward to some interesting reading from Bill, but you'll still be hearing from me...I will continue to keep you updated on all bookstore marketing projects.

Thank you for your interest in the Book Mark.

A handwritten signature in cursive script that reads "Joyce".

JOYCE C. TRUMAN

WHAT EVER HAPPENED TO . . . ? ? ?

1988-7DATE April 15, 1988PAGE 1 OF 1

CLASS NO.	ITEM NO.	STATUS
A 13.65/14-3:	79-B-02	The Agriculture Department was not able to furnish copies of <u>Recent Reports</u> , Intermountain Research Station, Nos. 73, 75, dated April 1987 and October 1987 respectively.
C 3.2:R 31/986/reg	0146	<u>Second Annual Research Conference</u> , March 23-26, 1986
C 3.2:R 31/9/987/ advance		<u>Third Annual Research Conference</u> , March 29-April 1, 1987. The Acquisitions Unit is attempting to acquire these two publications from the issuing agency for depository distribution.
ED 1.310:	466-A	<u>Resources In Education</u> , The agency has been having problems with their printing contractors. The Jan., Feb., Mar. and Apr., 1988 issues should be out at the end of April.
HE 20.3612/3:	508-E	<u>The 1987 edition (vol. 28) of Cumulated Index Medicus</u> is delayed this year. It will not be issued until early June.
LC 14.6	807	<u>Digest of Public General Bills</u> , The issuing agency informs LPS that the digests are prepared only for historical purposes due to costs. The digests will be published once a year after the Congressional session ends. Material is gathered after Congress concludes and is "worked up". Tapes have been sent to a printing contractor for the 100th Congress, 1st session. No date for distribution can be provided.
Y 3.F31/21-3/10-4	1061-G-01	<u>Decisions of the Federal Labor Relations Authority</u> , The issuing agency has initiated printing requisitions for volumes 25-27. LPS will convert these volumes as well as those volumes numbered 19 and higher to microfiche whenever the contract is awarded for their conversion.

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CHANGE/NOTICE

A 93.47:	0024-C-03	Change title from Inputs, Outlook and Situation (Quarterly) (MF) to Agricultural Resources, Input, Outlook and Situation (MF).
C 3.186/14-2:	0142-C-01	The Hispanic Population in the United States (annual) (P) has been added to item number 0142-C-01.
C 31.270:	0177-A-12	Annual Economic Report of Airfreight Forwarders will not be distributed to depository libraries due to an exception under 44 U.S.C. This title is not a government publication.
D 10:		Change Bureau from Defense Documentation Center to Defense Technical Information Center.
GA 1.13/5-2:	0546-D	Financial Audit, House Recording Studio Revolving Fund (Annual) (MF) has been removed from GA 1.13:, Reports to Congress by the Comptroller General of the United States (MF) and given its own class, GA 1.13/5-2:.
HE 20.7021/4:	0504-C	Change title from Homestudy Course 3014-G Waterborne Disease Control (MF) to Self-Study Course 3014-G Waterborne Disease Control (MF).
HE 20.9200:		The Bureau of Resources Development is now the Bureau of Maternal and Child Health and Resources Development. This name change took place by Secretarial Order dated October 1, 1987.
ITC 1.6/10:	0677	Interstate Commerce Commission Reports (2nd series) (P) has been added to item number 0677.
L 2.71/6-9:	0768-P-01	New York State Unemployment Rate (annual) (P) has been added to item number 0768-P-01.
L 2.71/6-10:	0768-P-01	New York City's Unemployment Rate...(annual) (P) has been added to item number 0768-P-01.

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1988-12DATE April 8, 1988PAGE 1 OF 1**CLASS NUMBER ITEM NUMBER****CHANGE/NOTICE**

L 2.122/1-6:	0768-B-01	Area Wage Survey, Selma, AL (Summary) (annual) (P) has been added to item number 0768-B-01.
L 2.122/24-2:	0768-B-24	Area Wage Survey, Biloxi-Gulfport and Pascagoula-Moss Point, MS (Summary) (annual) (P) has been added to item number 0768-B-24.
L 2.122/35-5:	0768-B-35	Area Wage Survey, Lima, OH (Summary) (annual) (P) has been added to item number 0768-B-35.
L 2.122/43-7:	0768-B-43	Area Wage Survey, McAllen-Edinburg-Mission and Brownsville-Harlingen, TX (Summary) (annual) (P) has been added to item number 0768-B-43.
L 2.122/49-2:	0768-B-49	Area Wage Survey, LaCrosse-Sparta, WI (annual) (P) has been added to item number 0768-B-49.

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CC 1.43/2:	0287-C	AM and FM Broadcast Financial Data (annual) (MF) has been discontinued.
D 7.6/13:	0314-A-04	Change in title from Defense Property Disposal Service, - DPDS-H (series) to Defense Reutilization and Marketing Service, DRMS-H (series).
D 12.17:	0358-B	The National Guard Update (Air) (semiannual) (P) has been added to item number 0358-B. Formerly classified D 12.2:Up (dates) and item number 0356.
D 12.17/2:	0358-B-01	The National Guard Update (Army) (semiannual) (P) has been added to item number 0358-B-01. Formerly classified D 12.2:Up (dates) and item number 0356.
ED 1.316:	0465-B-03	NAEP (National Assessment of Educational Progress) Newsletter (quarterly) (P) has been discontinued with Volume 18, No. 1, Spring 1985.
HE 20.7021/4-2:	0504-C	Self-Study Course 3014-G, Waterborne Disease Control Manuals, (MF) has been added to item number 0504-C.
I 28.120/3:	0639-H	Potash, Calendar Year (annual) (MF) has been added to item number 0639-H.
I 28.84:	0639-H	Chromium (monthly) (MF) has been added to item number 0639-H.
I 28.85:	0639-H	Aluminum (monthly) (MF) has been added to item number 0639-H.
I 28.92:	0639-H	Nickel (monthly) (MF) has been added to item number 0639-H.
I 28.95:	0639-H	Antimony (quarterly) (MF) has been added to item number 0639-H.
I 28.96:	0639-H	Tin Industry (monthly) (MF) has been added to item number 0639-H.
I 28.111:	0639-H	Feldspar (annual) (MF) has been added to item number 0639-H.

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I 28.111/2:	0639-H	Feldspar (quarterly) (MF) has been added to item number 0639-H.
I 28.112:	0639-H	Explosives (annual) (MF) has been added to item number 0639-H.
I 28.119:	0639-H	Phosphate Rock, Calendar Year (annual) (MF) has been added to item number 0639-H.
I 28.120/2:	0639-H	Potash, Crop Year (annual) (MF) has been added to item number 0639-H.
NAS 1.29/3-2:	0830-L-02	NASA Tech Briefs (quarterly) (with advertisements) (P). LPS is no longer being provided depository copies of this publication and has discontinued its distribution. NASA Tech Briefs (condensed version) (Monthly) (P), NAS 1.29/3-2:, is identical in basic content to NAS 1.29/3:, differing from it only in the omission of advertisements. NAS 1.29/3: will be removed from the List of Classes and NAS 1.29/3-2: will continue to be distributed to libraries under item number 0830-L-02.
PrEx 1.10/3-3:	0766	Change title and classification number from Disabled, USA (quarterly) (P) PrEx 1.10/3-2: to Work Life (quarterly) (P), PrEx 1.10/3-3:

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Number	Title	Committee
100-244, Pt.3	National Infrastructure Issues	Environment and Public Works
100-258, Pt.2	Department of Defense Appropriations for Fiscal Year 1988 (H.R. 3576/S. 1923) (Army Aircraft Programs, Strategic Defense Initiative)	Appropriations
100-258, Pt.3	Department of Defense Appropriations for Fiscal Year 1988 (H.R. 3576/S. 1923) (Military Space Programs, National Guard and Reserve Forces, Overview of Air Force Budget, Overview of Navy Budget)	Appropriations
100-258, Pt.4	Department of Defense Appropriations for Fiscal Year 1988 (H.R. 3576/S. 1923) (Department of Defense, Secretary of Defense, Nondepartmental witnesses, Overview of Army Budget Request)	Appropriations
100-334, Pt.2	Rio Chama River, New Mexico (S. 850)	Energy and Natural Resources
100-398, Pt.2	Medicare, Medicaid, and Maternal and Child Health Block Grant Budget Issues	Finance
100-429, Pt.1	Indian Education (S. 1645) (Field hearing held in Pine Ridge, SD)	Indian Affairs
100-462, Pt.1	Revenue Raising Options Required under the FY 1988 Budget Resolution	Finance
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100-483	Budget Overview (Congressional Budget Office, Department of the Treasury, Office of Management and Budget)	Appropriations

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100-484	Welfare: Reform or Replacement? (Short-term v. Long-term Dependency)	Finance
100-485	Master Limited Partnerships	Finance
100-486	National Narcotics Leadership Act of 1987 (S. 789)	Judiciary
100-487	Volunteer Service Promotion Act of 1987 (S. 1189)	Labor and Human Resources
100-488	Reauthorization of the National Historical Publications and Records Commission (S. 1856)	Governmental Affairs
100-489	Coal Distribution and Utilization Act of 1987 (S. 801)	Energy and Natural Resources
100-490	Minimum Wage Restoration Act of 1987 (S. 837)	Labor and Human Resources
100-491	FAA Independent Establishment Act of 1987 (S. 1600)	Commerce, Science, and Transportation
100-492	Commercial Fishing Industry Vessel Safety and Compensation Act of 1987 (S. 849)	Commerce, Science, and Transportation
100-493, Pt.1	NATO Defense and the INF Treaty	Armed Services
100-493, Pt.2	NATO Defense and the INF Treaty	Armed Services
100-493, Pt.3	NATO Defense and the INF Treaty	Armed Services
100-494	Transportation Property Brokers	Commerce, Science, and Transportation
100-495	Nominations of Mavin T. Runyon and Linda J. Fisher	Environment and Public Works

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100-496	Steel Retirement Benefits Funding Act of 1987 (S. 1811)	Labor and Human Resources
100-497	Military Construction Appropriations for Fiscal year 1988 (H.R. 2906)	Appropriations
100-498	Compact of Free Association (S.J.Res. 231)	Energy and Natural Resources
100-499	Bleaching of Coral Reefs in the Caribbean	Appropriations
100-500	Final Report of the Garrison Unit Joint Tribal Advisory Committee	Indian Affairs
100-501	Fuel Cell Research and Development, and Utilization Policy, and Hydrogen Research and Development (S. 1294, S. 1295, S. 1296)	Energy and Natural Resources
100-502	Incentives in Education (Field hearing held in Boston, MA)	Labor and Human Resources
100-503	Nomination (McLaughlin, Ann Dore, to be Secretary of Labor, U.S. Department of Labor)	Labor and Human Resources
100-504	Alliance and Defense Capabilities in Europe	Armed Services
100-505	Air Force Space Launch Policy and Plans	Armed Services
100-506	Department of Energy's Nuclear Weapons Laboratories	Armed Services
100-507	The Insider Trading Proscriptions Act of 1987 (S. 1380)	Banking, Housing, and Urban Affairs

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100-508	Big Bend National Park and Jimmy Carter National Historic Site and Preservation District (H.R. 2325, H.R. 2416)	Energy and Natural Resources
100-509	Compliance with the National Environmental Policy Act of 1969 and Authorization of Appropriations for the Office of Environmental Quality (S. 1584 and S. 1792) (Field hearings held in Washington, DC, and Sparks, NV)	Environment and Public Works
100-510	Modified Final Judgment	Commerce, Science, and Transportation
100-511	Implementation of the Reclamation Reform Act of 1982	Energy and Natural Resources
100-512	Manufacturing Capabilities of Key Second-Tier Defense Industries	Armed Services
100-513	Nuclear Protections and Safety Act of 1987 (S. 1085)	Governmental Affairs
100-514	Reauthorize the Fishermen's Protective Act and South Pacific Tuna Act of 1987 (S. 1696 and S. 1989)	Commerce, Science, and Transportation
100-515	AIDS Federal Policy Act of 1987 (S. 1575)	Labor and Human Resources
100-516	Collection of State Sales and Use Taxes by Out-of-State Vendors (S. 639 and S. 1099)	Finance

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100-517, Pt.1	Department of the Interior and Related Agencies Appropriations for Fiscal Year 1988 (H.R. 2712) (Advisory Council on Historic Preservation, Commission of Fine Arts, Congressional witnesses, Department of Education, Department of Energy, Department of the Interior, Institute of Museum Services, National Endowment for the Arts, National Endowment for the Humanities, National Gallery of Art, Nondepartmental witnesses, Pennsylvania Avenue Development Corporation)	Appropriations
100-518	Small Business Retirement and Benefit Extension Act (S. 1426)	Finance
100-519	Fair Housing Amendments Act of 1987 (S. 558)	Judiciary
100-520	Implementation of the Swampbuster Provision Act of the 1985 Farm Act	Appropriations
100-521	Maritime Museum; Stones River National Battlefield; Western Historic Trails Center; and Pinelands National Reserve Visitors Center (H.R. 1044, S. 761, S. 963, S. 1165)	Energy and Natural Resources
100-522, Pt.1	The INF Treaty	Foreign Relations
100-522, Pt.2	The INF Treaty	Foreign Relations
100-522, Pt.3	The INF Treaty	Foreign Relations
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100-522, Pt.5	The INF Treaty	Foreign Relations

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100-523	Nominations of Milton J. Hertz and Ewen M. Wilson	Agriculture, Nutrition, and Forestry
100-524	Nomination of Mark Sullivan III	Finance
100-525	Review of the Anti-Drug Abuse Act of 1986 (Field hearing held in Miami, FL)	Governmental Affairs and Caucus on International Narcotics Control
100-526	Inventory Control in the Department of Defense	Governmental Affairs
100-527	Oil Shale Mining Claims	Energy and Natural Resources
100-528	Performing Arts Labor Relations Amendments (S. 1346)	Labor and Human Resources
100-529	Cancer Detection in Women	Labor and Human Resources
100-530	Nurse Shortages	Finance
100-531	Nomination of Sydney J. Olson	Finance
100-532	Housing the Elderly: A Broken Promise? (Field hearings held in Reno, NV, and Las Vegas, NV)	Aging
100-533	Rural Cellular Non-Wireline Licensing	Commerce, Science, and Transportation
100-534	Safety of General Aviation	Commerce, Science, and Transportation
100-535	Yakima River Basin Water Enhancement Project (S. 1435) (Field hearing held in Yakima, WA)	Energy and Natural Resources
100-536	Volatility and Panic in the Nation's Financial Markets	Banking, Housing, and Urban Affairs
100-537	Prisons Projections: Can the United States Keep Pace?	Governmental Affairs
100-538	Federal Advisory Committee Act and the President's AIDS Commission	Governmental Affairs

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100-539	Shuttle Recovery Program	Commerce, Science, and Transportation
100-540	Proposed Coal Product Valuation Rules	Energy and Natural Resources
100-541	Public Buildings Amendments of 1988 (H.R. 2790)	Environment and Public Works
100-542	Regulatory Fairness Act (S. 1567 and H.R. 2858)	Energy and Natural Resources

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100-79	Legislative Calendar No. 1 (December 31, 1987)	Energy and Natural Resources
100-80	Legislative Calendar (Interim Edition)	Finance
*	* * * *	* * *
100-86	Directory of Programs for Distressed and Displaced Farmers	Agriculture, Nutrition, and Forestry
100-87	Legislative Calendar No. 1 (December 31, 1987)	Foreign Relations
100-88	Rules of Procedure, Senate Permanent Subcommittee on Investigations of the Committee on Governmental Affairs (February 25, 1988)	Governmental Affairs
100-89	The Congressional Budget Process	Budget
100-90	Publications List (87th-100th Congresses, February 1961-February 1988) (February 1988)	Aging
100-91	The Clean Water Act as Amended by the Water Quality Act of 1987, Public Law 100-4	Environment and Public Works
100-92	Compilation of the Domestic Volunteer Service Act of 1973 As Amended Through December 31, 1987)	Aging
100-93	Proposed Budget Reforms: A Critical Analysis	Governmental Affairs
100-94	The Intermediate-Range Nuclear Forces Treaty and the Conventional Balance in Europe (Report of Senator Timothy E. Wirth)	Armed Services
100-95	Legislative Calendar No. 1 (December 31, 1987)	Small Business

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Number	Title	Committee
100-96	The President's Fiscal Year 1989 Budget Proposal: How It Would Affect Programs for Older Americans	Aging
100-97	Senate Record Votes, 100th Congress-1st Session (From January 6, 1987, to December 22, 1987 (420 Rollcalls))	Democratic Policy
100-98	Not yet authorized for printing	
100-99	An Analysis of the Current Services Budget Contained in the President's Budget for Fiscal Year 1989, Submitted to the Senate and House Committees on the Budget	Joint Economic

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Number	Title	Source
99-19	Annual Report of the Architect of the Capitol for the Period October 1, 1984 to September 30, 1985	Architect of the Capitol

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Number	Title	Source
100-1	List of Standing Committees and Subcommittees and Select and Special Committees and Committee Assignments and List of Senators by State of the Senate of the United States Together with Certain Joint Committees of the Congress for the One Hundredth Congress (Interim edition issued April 17, 1987; revised edition July 1, 1987; revised edition April 1, 1988)	Secretary of the Senate, Senate Printing Services
*	* * *	* * *
100-5	Records Management Handbook for United States Senate Committees	Secretary of the Senate, Senate Historical Office

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